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## PERSONNEL

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(1) [redacted] and Attachment A  
(2) Change 1 to [redacted] dated 8 September 1955

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GENERAL.....  
DEFINITIONS.....  
CREDITABLE SERVICE.....  
POLICY.....  
ORGANIZATION OF THE CIA SELECTION  
BOARD AND PANEL OF EXAMINERS.....  
RESPONSIBILITIES.....  
PROCEDURES.....

**SECTION**

**NEWS**

Class: ☐ In Class.

Date: Dec 1987

Auth: TD-3

Date: 20 DEC 1978

Exp: 017

## 2. THE CAREER STAFF

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The first year of service in CIA, as defined in section I of

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REGULATION

NO. F PERSONNEL  
1955

## c. PROVISIONAL PERIOD

Three years' active service in CIA which is a prerequisite to consideration for membership in the Career Staff.

## d. ACTIVE SERVICE

For the purpose of 2c above, active service need not be continuous, will include any of the periods defined or qualified in paragraph 3 below.

## 3. CREDITABLE SERVICE

## a. Generally, active service will include any of the following periods:

(1) Time on duty, under one or more appointments as a Staff Employee or Staff Agent, on or after 18 September 1947, the official date of the establishment of the Central Intelligence Agency.

(2) Absence on leave with pay.

(3) Continuous absence on leave without pay which does not exceed 30 successive calendar days, except that absence on leave without pay for Agency-approved external training will be fully counted.

## b. Active service, for the purpose of 2c above, may include other service not to exceed two years in the Agency in a civilian or military status, when detailed to the Agency, provided:

(1) Such service was performed on detail under military orders or on official civilian detail from another Government agency, and

(2) Such service was in a capacity essentially similar to that to which the detailed individual was subsequently assigned as a Staff Employee or Staff Agent, and

(3) In no case will such service be credited until one full year has been served as a Staff Employee or Staff Agent and the employee has passed the one-year trial period.

S-E-C-R-E-T

25X1A

REGULATION  
NO.

PERSONNEL  
1955

- c. Military service of a Staff Employee or Staff Agent who has been restored to civilian employment with CIA after military duty.
- d. Service which includes the following categories, career agent, contract employee, contract agent, field agent, consultant, and other types of associations can be credited, when requested by the Head of the appropriate Career Service, to a Staff Employee or Staff Agent toward the required three-year provisional period only after review and decision by the CIA Selection Board in each individual case.

4. POLICY

- a. The Career Staff of the Central Intelligence Agency will consist of personnel selected from among Staff Employees and Staff Agents. Personnel selected for membership will be afforded, within the framework of applicable laws, preferential consideration for job security and special training as well as other benefits and facilities now or hereafter provided for members of the Career Staff. Those individuals selected for membership in the Career Staff will be designated as Career Employees.
- b. Personnel who are accepted for membership in the Career Staff will have the obligation to serve anywhere and at any time and for any kind of duty as determined by the needs of CIA and they are assured that, in order to carry out this policy, full consideration will be given to their particular capabilities, interests, and personal circumstances.
- c. The selection process will encompass the evaluation and development of each Staff Employee and Staff Agent during his provisional period. In this manner, the individual's capabilities and deficiencies will be evaluated in order to determine his suitability for selection into the Career Staff. The selection process will include these stages of employee evaluation and development:

- (1) A review and determination of each individual's suitability, in accordance with  for continued Agency employment prior to the expiration of the trial period.
- (2) The preparation of Fitness Reports, as required by
- (3) A review, based on the selection criteria of job performance, personal conduct, and evidence of intent to fulfill the

S-E-C-R-E-T

S-E-C-R-E-T

25X1A

REGULATION

NO

PERSONNEL  
1955

obligations of Career Service, after the individual concerned gains eligibility for consideration by completing the provisional period. In evaluating an employee's suitability for membership in the Career Staff, it may be more difficult to determine his suitability if he has not been within the purview of CIA for a considerable period immediately prior to the time he applies for membership.

- (4) The provision of continuing instruction and developmental guidance and assistance to each individual throughout the provisional period, in order that he may demonstrate his suitability for membership in the Career Staff or eliminate or satisfactorily resolve any deficiencies.
4. Consideration for selection into the Career Staff will be based upon formal application by personnel who have completed the provisional period. Those who fail to make application or whose applications are not accepted will continue to possess the benefits accorded by law to employees of the U. S. Government.
- a. After consideration for selection into the Career Staff, one of the following types of action will be taken for each applicant:
  - (1) Acceptance in the Career Staff (Type A);
  - (2) Action deferred (Type B); or
  - (3) Acceptance into the Career Staff denied (Type C).
7. If an individual applies for membership in the Career Staff and is not accepted, he will be informed of the reasons for the rejection or deferment and he will be given assistance and guidance in order to correct or to eliminate the causes of his rejection or deferment so that he may have an opportunity to demonstrate his suitability for membership in the Career Staff. In such cases, the Selection Board may entertain an appeal by the individual, at his initiative, to appear before the Board or, at its discretion, an Examining Panel to reconsider the case.
5. ORGANIZATION OF THE CIA SELECTION BOARD AND PANEL OF EXAMINERS
  - a. CIA SELECTION BOARD
    - (1) The CIA Selection Board is established and will consist of seven voting members or their alternates including the Director of

S-E-C-R-E-T

S-E-C-R-E-T

25X1A

REGULATION

NO. 

PERSONNEL

1955

Personnel who will act as permanent Chairman. A quorum of the Board shall consist of four present voting members or their alternates. The Director of Central Intelligence will appoint two voting members and two alternates each from the Offices of the Deputy Directors (Plans), (Intelligence), and (Support). These appointments will be made for one fiscal year in each case. Individuals appointed to the Board may be reappointed however, at the expiration of their period of service. In the event that the Director of Personnel is temporarily unable to serve as Chairman, he will designate an acting chairman from among the members or alternates to serve in his place.

- (2) The CIA Selection Board will be provided a Secretariat consisting of an Executive Director and such other administrative and clerical personnel as are required by the Board. The Executive Director will be selected by and function under the direction of the Director of Personnel.

#### b. PANEL OF EXAMINERS

- (1) A Panel of Examiners is established and will consist of members of the Career Staff, GS-14 or above.
- (a) Each of the Career Services in the Agency will have generally proportional representation on the Panel based on the personnel strength of the Career Services and their anticipated workloads as of the beginning of each fiscal year, except that at least one member will be named to the Panel from each Career Service.
- (b) Members of the Panel of Examiners will be appointed by the Director of Central Intelligence *He will give due consideration to (CRC)* from among those nominated by the Heads of Career Services after the Director has received the recommendations of the CIA Selection Board.

#### c. EXAMINING PANELS

Examining Panels convened pursuant to this regulation will consist of at least three examiners selected by the Executive Director. Examiners will be chosen in a manner that will be appropriately representative of Agency interests. The Executive Director or his designee will serve as nonvoting chairman on each Examining Panel.

S-E-C-R-E-T

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25X1A

**REGULATION**  
**NO**

**PERSONNEL**  
**1955**

## **6. RESPONSIBILITIES**

### **a. DIRECTOR OF PERSONNEL**

The Director of Personnel is responsible for directing the selection program herein established and will ensure that the program is administered in accordance with personnel policies of the Agency. He will recommend to the Director of Central Intelligence such additional policies and procedures as he may consider necessary. The Director of Personnel is responsible for notifying employees when they complete their provisional period and thus become eligible to apply for selection into the Career Staff.

### **b. CIA SELECTION BOARD**

The CIA Selection Board is responsible for formulating appropriate criteria for selection into the Career Staff; discharging the responsibilities and activities assigned to it by this regulation and entertaining appeals by individuals.

### **c. EXAMINING PANELS**

Subject to the direction of the CIA Selection Board, Examining Panels are responsible for performing the activities assigned to them as specified in this regulation.

### **d. SUPERVISORS**

- (1) Supervisors are responsible for completing Fitness Reports on employees under their immediate jurisdiction and for recommending that such employees either be retained in Agency employment or be separated from CIA before the expiration of their trial period. They are also responsible for recommending the acceptance or rejection of such employees for membership in the Career Staff when the provisional period has been completed.
- (2) Supervisors at all levels are responsible for assisting and instructing employees under their jurisdiction to eliminate any general weaknesses or specific deficiencies in performance detected during their trial period. They are also responsible for assisting employees who have completed their trial period to overcome any inadequacies that might prevent their eventual selection into the Career Staff.

S-E-C-R-E-T

25X1A

REGULATION

NO

PERSONNEL

1955

**e. HEADS OF THE CAREER SERVICES**

Heads of Career Services are responsible for reviewing the recommendations of supervisors specified in paragraph 6d(1) above and then forwarding their own recommendations to the Executive Director of the CIA Selection Board for further review and action as herein described.

**7. PROCEDURES**

**a. PROCESSING OF APPLICATIONS FOR MEMBERSHIP IN THE CAREER STAFF**

- (1) Upon the completion of the three-year provisional period, an individual is entitled to make application for membership (see attachment) in the Career Staff, unless formal action is pending which may lead to termination of the individual's employment. Failure to apply for membership in the Career Staff at the end of the provisional period does not invalidate the individual's right to make future application. The effective date of selection into the Career Staff will be as prescribed by the CIA Selection Board.
- (2) An official notification of an employee's eligibility to apply for membership will be forwarded by the Director of Personnel to the individual concerned. The individual will be required to make application within 90 days of the date of notification or to reply by memorandum stating why he does not desire to become a member of the Career Staff.
- (3) The application or the memorandum of reply will be submitted by the individual through official channels to the Head of the Career Service concerned. Supervisors in the channel will add their comments as appropriate.
- (4) Suitability of Staff Employees and Staff Agents for membership in the Career Staff will be determined as follows:
  - (a) The Head of the Career Service concerned will review the application and obtain the comments of the appropriate Career Board or Panel if such comments are desired. He will forward the application to the Executive Director of the CIA Selection Board together with his recommendation within 90 days of the date of signature by the applicant.

S-E-C-R-E-T

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25X1A

**REGULATION**  
**NO.**

**PERSONNEL**  
**1955**

Upon receipt of the application, the Executive Director will ensure that eligibility requirements have been met, will assemble all available documentation pertinent to the case and will convene an Examining Panel to consider the application.

- (b) In all cases, the Examining Panel will base its recommendations to the CIA Selection Board on all pertinent information concerning the employee, which is professionally appropriate and operationally secure, including information furnished by the Office of Personnel, Office of Security, Office of Training, Medical Staff, Office of the Comptroller, the Inspector General, Inspection and Review Staff and the organizational component and Career Service having jurisdiction over the individual. If necessary, the Panel may request further information from the offices concerned. The Examining Panel may interview the individual and, if desired, his supervisor or other Agency employees.
- (c) If an Examining Panel considers that information available to it on a particular case appears to be inconsistent with the recommendation of the Head of the Career Service concerned or might not have been available to him when his original recommendation was made, the Executive Director of the CIA Selection Board will forward the finding of the Examining Panel to him on an EYES ONLY basis. This will enable the Head of the Career Service to reconsider his original recommendation in the light of any new information and to modify it, if he so desires. Upon receipt of his reply, the Executive Director will forward the finding and the comments of the Head of the Career Service directly to the CIA Selection Board without further review by an Examining Panel.
- (d) If the individual is overseas at the time he becomes eligible for membership in the Career Staff, and if an interview by the Examining Panel is felt necessary, the consequent decision on the acceptance of his application for membership in the Career Staff may be deferred until he is physically available in headquarters.
- (e) The Examining Panel will recommend to the CIA Selection Board that the employee be selected into the Career Staff, that his case be deferred, or that his selection be disapproved.

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25X1A

REGISTRATION  
NO.

PERSONNEL  
1955

- (f) The CIA Selection Board on behalf of the Director of Central Intelligence will take formal action on the recommendation of the Examining Panel.
- (g) When the finding of the CIA Selection Board is in disagreement with that of the Head of the Career Service, this fact shall be reported to him. He may either accept the Board's decision or refer the case, within ten workdays, to the Director of Central Intelligence for final decision.
- (h) The Chairman of the CIA Selection Board will officially notify the individual of its finding by classified memorandum. The individual will acknowledge receipt on the memorandum of the action of the CIA Selection Board. It will then be forwarded through the Head of the Career Service to the Executive Director of the CIA Selection Board. The acknowledged memorandum, together with the individual's application, will then be placed in his Official Personnel Folder.

**b. SEPARATION FROM THE CAREER STAFF**

- (1) If an individual's employment as a Career Employee is terminated, his membership in the Career Staff is automatically canceled. If he is subsequently reemployed, he must reapply for membership in order to become a member of the Career Staff and a determination will be made following the procedures contained in this regulation.
- (2) If an individual elects to resign from membership in the Career Staff but wishes to retain his status as a Staff Employee or Staff Agent of CIA, he will so notify the CIA Selection Board in writing through the Head of his Career Service and will state the reasons for his request. The Board will take formal action on the request for resignation from the Career Staff and will notify the member of its finding in writing.
- (3) Recommendations for the removal of an individual from the Career Staff must be submitted to the CIA Selection Board through the Head of the appropriate Career Service who will review the recommendation and submit his comments. No recommendation for removal will be considered by the Board until it has been reviewed by the Head of the Career Service concerned.

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25X1A

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**PERSONNEL**  
**1955**

- (4) Subject only to the recommendation of disapproval by the Director of Security, the CIA Selection Board will ensure that each individual, whose removal from the Career Staff has been recommended, will be offered the opportunity of being interviewed by the Board or, at its discretion, by the Examining Panel.
- (5) Separation of an individual from the Agency will be governed by applicable Agency regulations.

*15/ C. P. Cabell*

*Deputy* ~~ALLEN W. DULLES~~  
Director of Central Intelligence

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